ENVIRONMENTAL PROTECTION AGENCY

Office of Administration and Resources Management

Real Property Efficiency Plan

FISCAL YEARS **2018 - 2022**

Cover: Artist's rendering and photograph of workspace under pilot phase of revised EPA space design standards at the William Jefferson Clinton Federal Building, Suite 3351, at EPA headquarters in the District of Columbia.

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INTRODUCTION

The mission of the U.S. Environmental Protection Agency is to protect human health and the environment. The EPA's mission is carried out in office facilities and laboratories located throughout the United States. The EPA continues to evaluate its real estate portfolio – both office space and laboratory facilities – in order to make cost-effective recommendations for the future, ensure the efficient use of government resources, and ensure the long-term sustainability of our facilities. Using a national approach, engineering analyses and an agency-wide office space standard, EPA has amassed considerable space reductions over the past 5 years.

At the end of fiscal year 2016, the EPA's real property portfolio totaled 8.8 million square feet of space, including office, warehouse, laboratory, and other spaces (see Table 1). The EPA's Reduce the Footprint Policy-applicable real property portfolio, which consists solely of office and warehouse spaces, was composed of approximately 408,000 square feet of EPA-owned space, 4.73 million usable square feet of General Services Administration-leased space, and no direct-leased space. The EPA's real property portfolio is relatively small in comparison to those of other federal agencies. The EPA has limited authority to manage its real property portfolio. For example, the EPA does not have tools such as enhanced-use lease authority, construction/purchase authority, or direct-lease authority (although direct-lease authority has historically been temporarily granted in a few instances). The EPA does, however, have the ability to return GSA-leased space to GSA at the end of a lease term or, if the lease is severable and marketable, make blocks of space available to GSA. While the EPA does have authority under the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 to seize property abandoned by a Potentially Responsible Party, the agency serves as a steward only during remedial response actions and does not consider these properties to be part of its real property portfolio.

Over the past 7 fiscal years, the EPA has executed an aggressive strategy of space reduction and consolidation, driven by the agency's dedication to its environmental mission and a significant reduction in the number of EPA employees from 17,278 full-time equivalents in FY2010 to 15,038 FTEs in FY2016, a 13 percent reduction in workforce.[1] The EPA's space-reduction efforts result in significant avoided lease costs. The agency also avoids costs by discontinuing upgrades and investments in real property assets scheduled for disposal in the near future.

Since the issuance of the Freeze the Footprint policy in FY2012 the EPA has continually pursued an aggressive space reduction strategy. Over the duration of the Freeze the Footprint policy, from FY2012 to FY2015, the EPA released 248,854 SF of office and warehouse space across regional and program offices, a 4.21-percent decrease from the FY2012 Freeze the Footprint baseline of 5,906,847 SF. Fiscal Year 2015 marked the baseline year of the Reduce the Footprint policy in concert with the OMB's National Strategy for Real Property. In FY2016, the EPA released an additional 224,685 SF of office and warehouse space. In FY2017, the EPA anticipates releasing 43,449 SF of office and warehouse space, with an additional 336,947 SF of office and warehouse reductions anticipated between FY2018 and FY2022.

[1] FY 2017 EPA Budget in Brief, EPA-190-K-16-002, February 2016, https://www.epa.gov/sites/production/files/2016-02/documents/fy17-budget-in-brief.pdf. Accessed January 2017.

ROLES AND RESPONSIBILITIES OF SENIOR OFFICIALS

The Office of Administration and Resources Management manages real property assets in support of the agency's mission across 10 Regions and 13 Program Offices nationwide. The assistant administrator for OARM serves as the EPA's Senior Real Property Officer and asset manager for the entire agency, although some authority is delegated. The SRPO's authority to set real property policy, to request leased office and laboratory space from GSA, and to accept titles and record deeds on the Agency's behalf is delegated to the director, Office of Administration. The Chief Financial Officer of the Office of the CFO has limited involvement with real property decisions at the EPA.

The approval procedures for capital construction and leasing projects are governed by the estimated cost and type of the project. New construction projects are funded from a specific Buildings and Facilities appropriation on a case-by-case basis. For new construction projects, the Real Property Services Staff office develops a Program of Requirements based on input received from various stakeholders, including the program or regional client; Safety and Sustainability Division; Security Management Division; and Office of Environmental Information. The Real Property Services Staff prepares a draft POR used for developing a cost estimate. The EPA program office requesting the project and the EPA stakeholders listed above conduct a formal review of the draft and are permitted to submit additional comments.

Once the project is approved and funded by appropriation, the design phase begins, and the EPA conducts additional analytical studies to provide more detailed cost estimates, implementation options, design directives, and scheduling and phasing plans before the project's construction phase. The EPA also performs a lifecycle cost analysis for all new construction to review the impact of incorporating energy conservation measures into the design and construction process. The EPA includes the analysis as part of the initial project submission process, and the final project reflects these considerations.

The EPA identifies repair and improvement requirements as part of the short-range planning goals. The agency usually describes projected repair and alteration needs in the facility condition assessments and master plans. Condition assessments, which occur periodically, detail repair and improvement needs based on two categories: architectural/structural, and mechanical, electrical, and plumbing systems. The EPA reviews repair and alteration needs annually for funding.

Prioritization is the process by which appropriated B&F funding is allocated to repair and improvement projects. Congress determines the amount of B&F funds appropriated for the upcoming year based on the budget justifications the EPA submits. Based on anticipated funding, the Office of Administration creates a draft list of prioritized projects from the Master Plans, Condition Assessments, Health and Safety Audit findings, Security Assessments, and pending lease actions. This draft list of projects is reviewed by the Programs and Regions, who make recommendations for proposed changes. They also add any emergency B&F projects. A final B&F operating plan for the fiscal year is developed once appropriated funding level is determined.

BUDGET ASSUMPTIONS AND IMPACT TO REDUCTION TARGETS

The EPA's space reduction strategy is dependent upon adequate funding levels. The EPA often makes up-front investments in order to achieve space reductions, including purchase of new furniture and equipment, acquisition and modification of new spaces, and completion of the Environmental Due Diligence Process for laboratory spaces. The space reduction targets within this RPEP were developed

with the assumption that agency funding levels for real property will meet requested funding amounts. Budget adjustments may necessitate adjustments to reduction targets. The project prioritization process for appropriated B&F funding can also affect the timeline for office and warehouse reduction targets.

PORTFOLIO STATUS

Overall Agency Building Portfolio

The EPA's real property portfolio is composed primarily of office, laboratory, and warehouse space that is EPA-owned, leased through GSA, or leased directly from another property owner (direct lease). The EPA's FY2016 portfolio summary is shown in Table 1. The agency's space needs are largely driven by regional offices, which house about one-half of the EPA's employees in 10 regions, and agency laboratories, which are special-use spaces that must accommodate extensive scientific equipment and specialized laboratory processes.

There are three categories of EPA laboratories: regional laboratories, research and development laboratories, and program laboratories. Regional laboratories are located within each of the 10 EPA regions and serve a wide variety of functions, including emergency response, support to criminal investigations and enforcement, and analysis of environmental samples. Research and development laboratories develop new assessment techniques and scientific tools, and program laboratories provide direct scientific support to their respective program offices.

Table 1: EPA FY2016 Portfolio Summary

Property Use	EPA Direct-Leased Space	EPA-Owned Space	GSA-Owned and -Leased Space	Total
Office	0 SF	320,514 SF	4,411,825 USF	4,732,339 SF
Warehouse	0 SF	87,215 SF	320,255 USF	407,470 SF
RTF Total	**0 SF**	**407,729 SF**	**4,732,080 USF**	**5,139,809 SF**
All Other	155,633 SF	2,941,752 SF	517,527 USF	3,614,912 SF
Grand Total	**155,633 SF**	**3,349,481 SF**	**5,249,607 USF**	**8,754,721 SF**

Status Relative to Reduce the Footprint Baseline Requirement

Based on the EPA's Federal Real Property Profile submissions and occupancy agreements with GSA, the agency reduced its RTF real property footprint by 224,685 SF in FY2016: 169,448 USF of office space and 55,237 SF of warehouse space. These significant space reductions are possible because of the agency's longstanding efforts to reduce space and a significant reduction in the size of the EPA's workforce in recent years. Notable space reduction projects from FY2016, previously reported on the FY2016 RPEP, are shown in Table 2.

FY2016 consolidation projects in Boston (23,292 USF/34,211 RSF) and San Francisco (9,012 RSF/6,260 USF) involved the partial elimination of leased spaces at EPA regional offices. In FY2016 EPA also consolidated space at Potomac Yard (124,962 USF/141,191 RSF) in Arlington, Virginia, to the Federal Triangle headquarters facilities. The EPA identified two discrepancies in the GSA's draft FY2016 RTF asset list. The Kenwood Warehouse (43,125 USF) in Blue Ash, Ohio, and the V Street Warehouse (17,501 USF) in the District of Columbia were actually disposed in FY2016 and are not in the FY2017 inventory. These properties are included in the FY2016 reductions in Table 2 and are reflected in the RTF totals from end of FY2016 Portfolio Summary in Table 1.

Table 2: Status of RTF Reductions, FY2016

Actual Space Reductions	Square Footage
RTF Baseline (FY2015)	**5,364,495 SF**
Total RTF Reductions During FY2016	**224,685 USF**
FY2016 Notable Projects	
V Street Warehouse in the District of Columbia	17,501 USF
Kenwood Warehouse in Blue Ash, Ohio	43,125 USF
Denver Warehouse Consolidation in Denver	781 USF
John McCormack office Building in Boston	23,292 USF
Hawthorne Center office in San Francisco	9,012 USF
Potomac Yard North office in Arlington, Virginia	124,962 USF

REDUCTION TARGETS

Reduction Targets for Office and Warehouse Space

As a result of the EPA's relatively small real property portfolio, the agency has been able to make significant reductions in its real property footprint using a streamlined business process. Potential space reductions are identified when regional offices notify RPSS of available space. The Real Property Services Staff conducts assessments of available space and develops plans to reconfigure contiguous blocks of space.

The EPA also uses Performance Benchmarking to Improve Mission Support Operations (Goal 12) and prioritize space reductions[2]. These measures are (1) current portfolio SF as a percentage of the FY2012 FTF baseline, (2) rent cost per SF, (3) operation and maintenance cost per SF, and (4) SF per person. The FY2015 RTF baseline is the primary efficiency measure for agency space reductions. The large majority of the EPA's office and warehouse inventory is leased space, and therefore operation and maintenance costs are included in lease costs. Square Footage per person as a measure is a strong driver for targeting potential real estate consolidations.

The EPA's space reduction efforts are driven both by reductions in agency workforce and by efforts to reduce utilization rates. In locations where a reduction in agency workforce results in space consolidation within a building already occupied by the EPA, new furniture and workstations are not usually purchased. In new leased or owned spaces, the EPA acquires new furniture and workstations that allow for smaller workstations and a reduction in utilization rates.

Performance Benchmarks

Although space reductions at the EPA have proceeded at an aggressive pace in recent years, some barriers to further space reductions and cost savings remain. One of the EPA's core mission requirements is to hold frequent public meetings in regional offices, often to solicit public input to the rulemaking process or other policy decisions. This requires the EPA to maintain large conference rooms in accessible, centrally located urban centers where office space tends to have high rental costs. This challenge is underscored by the 2016 Benchmarking Plan for EPA: Real Property Function, which shows the EPA as ranking 20th out of the 24 CFO Act agencies on the basis of rent cost per square foot for OA office space and 15th for warehouse space. The EPA performed well in comparison with other agencies on other applicable real property metrics. EPA is ranked 8th in current portfolio square footage

[2] Performance Benchmarking to Improve Mission-Support Operations, https://www.performance.gov/node/3397?view=public. Accessed January 2017.

as a percentage of the FY 2012 Freeze the Footprint Baseline, indicating strong reduction performance between FY 2012 and FY 2016. EPA also ranked 2nd in operations and maintenance costs per square foot for direct owned offices and 7th in operations and maintenance costs per square foot in direct owned warehouses.

Under the Reduce the Footprint policy, agencies with fewer than 200 domestic owned and leased warehouses are not required to develop reduction targets for warehouse space. The EPA has a portfolio of only approximately 40 warehouses and is therefore not required to develop warehouse reduction targets. Nonetheless, in this Real Property Efficiency Plan, the agency wishes to highlight warehouse space reduction efforts conducted in FY2016 and projected for FY2017-FY2022. Information on specific office and warehouse space reductions can be found in the attached Microsoft Excel Spreadsheet, "EPA_FY18_RPEP_Reduce the Footprint Spreadsheet_FY17-FY22_9Sept2017." Domestic office and warehouse reduction targets are shown in Table 3.

Table 3: RTF Domestic Office and Warehouse Net Reduction[a] Targets, FY2017 – FY2022

	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022
Office Target (USF)	35,085	162,053	52,411	19,924	1,255	74,866
Warehouse Targets (USF)	8,364	2,168	11,000	11,570	1,700	-

[a] Reductions are reported as a positive value.

The EPA has recently conducted or plans to conduct consolidation projects at the majority of regional offices within the current 5-year projection period. These consolidations are partially the result of reduced space needs due to fewer FTEs at regional offices. Fiscal Year 2017 consolidation projects are projected to be completed at regional offices in Dallas, Texas, (1,609 USF) and Chicago, Illinois (33,476 USF). At the Denver, Colorado, regional office, a consolidation 58,448 USF, previously projected to occur in FY2017, is now anticipated to occur in FY2018 due to GSA procurement delays that necessitated adjusting the project completion date. A regional office consolidation in New York, New York, involves a consolidation of three office floors, will occur in FY 2018, and will result in the reduction of 58,149 USF. The Seattle, Washington, regional office is anticipated to consolidate a floor of space in FY2018, resulting in an 8,600 USF reduction. In FY2018, the Region 9 Field Office and Criminal Investigation Division Office in Los Angeles, California will be consolidated in to a common location for a net reduction of 1,228 USF. Also in 2018, the West Palm Beach, Florida field office will be eliminated for a reduction of 553 USF. In FY2019, The Chesapeake Bay Program Office in Annapolis, Maryland will consolidate into existing EPA space, which will result in a reduction of 19,586 USF.

Reported office consolidation projects in Dallas, Texas (32,825 USF reduction) and Philadelphia, Pennsylvania (74,866 USF reduction) will involve the establishment of new lease agreements. These projects, previously projected to occur in FY2018, are now anticipated to occur in FY2019 (Dallas) and FY2022 (Philadelphia). The Norwood Professional Building, office space in Norwood, Ohio, is projected to be returned to GSA in its entirety in FY2018, resulting in a 28,594 USF reduction.

Employees currently located in the Norwood Professional Building will be consolidated into the Andrew W. Breidenbach Environmental Research Center in Cincinnati, Ohio, which is an EPA-owned complex.

The EPA terminated an Occupancy Agreement for warehouse space in Dallas, Texas, and consolidated into existing space, resulting in an 8,364 USF reduction. The EPA also plans to reduce space in Wheeling, West Virginia, upon OA expiration in FY2018, resulting in an anticipated reduction of 4,581 USF of office space and a 532 USF increase of warehouse space. A new warehouse OA in Dallas, Texas, will consolidate functions and result in a 11,000 USF reduction. Consolidation of two facilities in Boothwyn and Linwood, Pennsylvania, into a single facility, resulting in an anticipated reduction of 1,900 USF of office space. This project was previously projected to occur in FY2016 but is now projected to occur in FY2018.

In FY2020, upon expiration of existing OA, the EPA will consolidate office and warehouse space from the La Plaza Business Complex in Las Vegas, Nevada into a new consolidated facility that will total 68,836 USF (36,925 USF office and 31,911 USF warehouse). This consolidation will result in a projected net space reduction of 31,494 USF: 11,570 USF in warehouse space and 19,924 USF in office space.

In FY2018 and FY2021, reduction projects are anticipated at three laboratories that have office and warehouse components. In FY2018, the EPA will dispose of the EPA-owned Large Lakes Research Station in Grosse Ile, Michigan. In FY2021, the EPA will dispose of the EPA-owned Willamette Research Station in Corvallis, Oregon. These projects are discussed in more detail below.

Disposal Targets for Owned Buildings

Under the RTF policy, the EPA is required to develop space reduction targets for owned spaces that are not offices or warehouses. The EPA constantly assesses its agency-owned inventory for opportunities to consolidate or dispose of unutilized or underutilized properties, where no security concerns exist.

All of the EPA's owned facilities that are not offices or warehouses are laboratories, which are considered special-use spaces under the RTF policy. The EPA's real property portfolio includes 29 laboratories, which are leased through GSA, leased directly by the EPA or owned by the EPA. In 2012, the EPA initiated the EPA Laboratory Enterprise Evaluation under the direction of the Office of the Science Advisor to identify opportunities to increase efficiency and effectiveness while ensuring the agency's ability to provide preeminent research, science, and technical support critical to advancing the agency's mission. This lab study assessed the utilization, condition and cost impacts of the EPA's laboratory portfolio and made recommendations for real property disposals and consolidations. To do this, the EPA formed four subcommittees that specialized in facilities, cost, workforce, and science. These subcommittees were composed of senior managers from across the agency and collected a wide variety of data from EPA laboratories, including space utilization, facility condition, rent and labor costs, workforce data and alignment with agency strategic goals. Once the necessary data were collected, an analysis was conducted that is depicted in Figure 1.

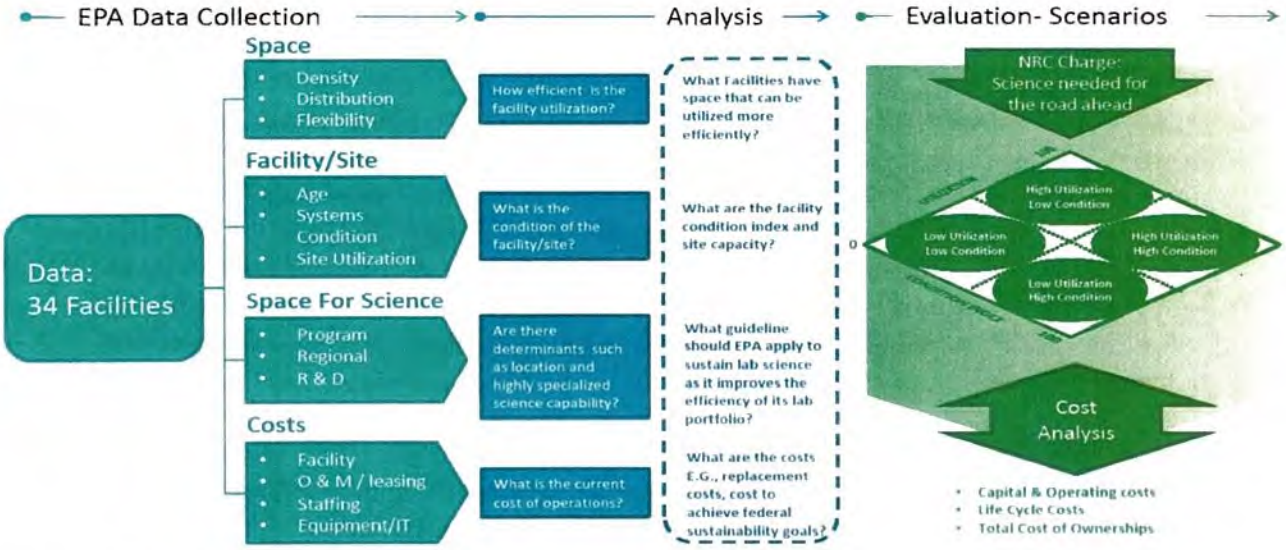

Figure 1: Laboratory Assessment and Evaluation Process

Laboratory facilities were assessed based on a variety of metrics, including the key metrics of space utilization and condition index, as shown in Figure 2. For space utilization, facilities were benchmarked against each other and comparable facilities from other organizations, including university, corporate, and government laboratories. Facilities were assigned a facility condition index between 0 and 100 based on architectural, mechanical, electrical, and plumbing systems and a parametric estimating method that calculates renovation cost relative to replacement cost. The FCI allowed the agency to consistently rate and compare value among facilities nationwide. Facilities with an FCI below 25 were recommended for replacement, facilities with an FCI above 50 were recommended for renovation, if needed, and facilities between 25 and 50 were recommended for further evaluation. Facilities with a high FCI and efficient space utilization (the lower right quadrant of Figure 2) were performing well, and facilities with low condition indices and inefficient space utilization (the upper left quadrant of Figure 2) were likely candidates for disposal or consolidation.

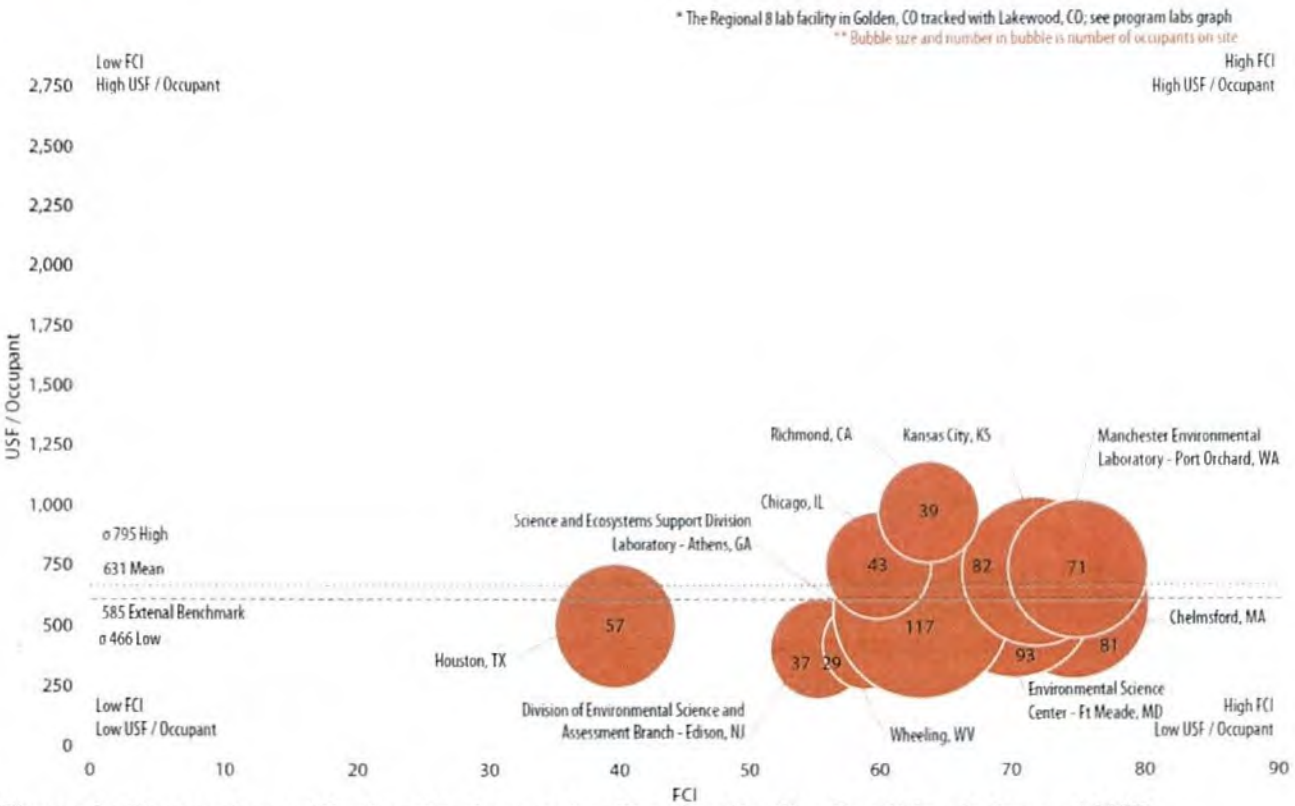

Figure 2: Comparison of Regional Laboratories, Showing Facility Condition Index and USF

Finally, the lab study put forth five space reduction scenarios that presented the EPA with a range of options for streamlining its laboratory real property portfolio. These scenarios ranged from upgrading and renovating all existing laboratories without any space reduction to reducing the laboratory portfolio to only 19 facilities. The EPA ultimately selected a hybrid of multiple scenarios that involves a reduction of EPA laboratory facilities from 34 to 21 nationwide from FY2012 to FY2021.

Most of the consolidations and space reductions the EPA is pursuing under the lab study plan involve moving out of leased laboratory space into EPA-owned facilities that tend to have high condition indices. As a result, most of the laboratory space reductions the EPA is executing cannot be included in the RTF targets because the required targets must be owned, non-office, non-warehouse space. Disposal targets for owned laboratory space and other non-RTF spaces are shown in

Table 4 and the attached Microsoft Excel spreadsheet, "EPA_FY18_RPEP_Reduction Targets for Owned Buildings Disposals_FY17-FY22_9Sept2017." The EPA plans to dispose of one owned facility in FY2018 and another in FY2021. Consolidation of the Large Lakes Research Station in Grosse Ile, Michigan, in FY2018, will result in the net elimination of approximately 32,847 SF of EPA-owned laboratory space, included in

Table 4, as well as 2,700 SF of warehouse space, included in Table 3. This consolidation was previously projected to occur in FY2017. The EPA plans to dispose of the Willamette Research Station in Corvallis, Oregon, in FY2021, which will result in the release of 20,918 SF of owned space (17,963 SF of laboratory and other non-RTF spaces, included in Table 4, and 2,955 SF of office and warehouse space, included in Table 3). Willamette staff will consolidate to the Environmental Research Laboratory in Corvallis.

Table 4 shows a balance of two buildings disposed and a net decrease in square footage of owned non-office, non-warehouse space in FY2021.

Table 4: Disposal Net Reduction[a] Targets for Non-Office, Non-Warehouse Owned Buildings, FY2017 – FY2022

	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022
Disposal Target (SF)	-	32,847	-	-	17,963	-
Number of Disposal Buildings	-	1	-	-	1	-

[a] Reductions are reported as a positive value.

As stated, most of the consolidations and space reductions the EPA is pursuing under the lab study plan involve moving out of leased laboratory space into EPA-owned facilities. Between FY2013 and FY2015, the EPA moved out of leased laboratory space for the Environmental Chemistry Laboratory in Bay St. Louis, Mississippi, for a total space reduction of 26,785 USF and the Reproductive Toxicology Facility Laboratory in Durham, North Carolina, for a total net space reduction of 21,700 USF. The EPA is actively planning further reductions of leased laboratory space (shown in Table 5). In FY2019, the Central Regional Laboratory in Golden, Colorado, comprising 34,100 USF, will be consolidated into the Denver Federal Center Building 25, National Enforcement Investigations Center in Lakewood, Colorado, resulting in a net reduction of 34,100 USF (see Table 5). In FY2020, the Region 9 Central Regional Laboratory in Richmond, California, comprising 44,940 USF, will be consolidated. In FY2021, the EPA is planning further consolidation of two leased laboratory facilities: the Region 1 New England Regional Laboratory, 49,262 USF, in Chelmsford, Massachusetts, and the Region 6 Environmental Services Branch Laboratory, 30,139 USF, in Houston, Texas. The EPA plans to consolidate the final leased laboratory, the Region 7 Science and Technology Center, 58,146 USF, in Kansas City, Kansas, in FY2023.

The EPA already eliminated a portion of the leased laboratory space (22,403 RSF) from the National Exposure Research Laboratory at the UNLV Harmon Avenue Complex on the campus of the University of Nevada, Las Vegas campus in FY2016. The remainder of the National Exposure Research Laboratory (55,989 USF) will be eliminated in FY2020 with the consolidation of La Plaza office and warehouse spaces into a consolidated facility. Some programmatic functions from the UNLV Harmon Avenue Complex will be retained in the new consolidated Las Vegas office and warehouse facility.

Table 5: Planned Net Reductions[a] of Leased Laboratory Space, FY2017 – FY2022

	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022
Reduction (USF)	-	-	34,100	100,929	79,401	-

[a] Reductions are reported as a positive value.

Maintenance of the Reduce the Footprint Baseline

The EPA's RTF FY2015 baseline and FY2016 performance are shown in Table 2. RTF totals are based on the EPA's FRPP submissions and GSA OAs. Projected consolidation, disposal, and construction projects are noted in the attached Microsoft Excel Spreadsheet, "EPA_FY18_RPEP_Reduce the Footprint Spreadsheet_FY17-FY22_9Sept2017" and summarized in Table 3. The EPA regularly assesses opportunities to reduce not only its RTF baseline but all spaces in the EPA portfolio.

Space Design Standard for Future Reductions

On July 18, 2016, as required by OMB Management Procedures Memorandum 2015-01: Implementation of OMB Memorandum M-12-12 Section 3: Reduce the Footprint, the EPA established Order 1000.10 Agency Office and Workstation Standards. This document establishes EPA's policy for office and workstation maximum size (workstations shall not exceed 70 square feet.) The goal of this order is to optimize the agency's office/workstation space for all new/renovated construction and new leasing activities. The EPA's Office of Administration reviews all projects to ensure compliance with the design standards prior to project approval.

GSA CONSOLIDATION PROGRAM

The EPA received $8.9 million in consolidation funds from GSA for the consolidation of the Central Regional Laboratory in Golden, Colorado, with the National Enforcement Investigations Center (Building 25) in Lakewood, Colorado. The EPA is also in active discussions with GSA regarding consolidation funds for the Robert A. Young Building in St. Louis, Missouri, but funding amounts have not been finalized.

COMPLIANCE INTERNAL CONTROLS

The EPA's real property portfolio is tracked using an internal database called the Facility Management System. All decisions to acquire new owned or leased space and to consolidate, collocate, or dispose of space are authorized by the director, Office of Administration. The number of planned and active acquisition, disposal and consolidation projects at any given time at the EPA is small enough that the projects can be readily managed by a small team of real estate experts within RPSS. In general, the EPA's internal process for identifying and prioritizing space reductions is to collect data from EPA facilities, identify those facilities with poor utilization rates and execute disposals, consolidations, or collocations to increase portfolio-wide utilization rates.

Facility master plans are essential to the EPA's compliance with the RTF policy. Facility master plans are in place for each EPA-owned facility and are updated every 5 to 10 years. The facility master plans are integrated with the agency's mission and describe and assess the major characteristics of the property. The EPA incorporates energy and other sustainable design and operational considerations into its facility master plans. The following components are incorporated into sustainable master planning:

- Mission requirements;
- Long-term energy modeling;
- Long-range mechanical system/energy performance issues;
- Space utilization;
- Future capacity; and
- Condition assessment.

Facility master plans also contain strategies for the utilization, capital improvement, and major repairs, retirement and disposal of the properties.

FRPP DATA QUALITY IMPROVEMENT

Because of the EPA's small inventory of 20 owned facilities, the agency's FRPP data are relatively static and therefore readily manageable. Facility managers from across the agency enter data for their respective facilities directly into FMS, and this data is validated when space surveys are conducted as part of the master planning process, which occurs every 5 to 10 years for all owned facilities. The EPA has identified potential improvements to FMS by giving the tool the ability to conduct data audits and track user inputs. The agency is exploring ways to accomplish these improvements.

In addition to FRPP data, which documents EPA-owned space, the EPA collects and manages data on leased facilities using FMS. The EPA also uses Rent on the Web, which is an online GSA tool for federal agencies to view cost and space data from GSA-leased and GSA-owned facilities. The EPA works with GSA to resolve data discrepancies when they arise, for both validation before and verification after annual data submissions.

CHALLENGES AND IMPROVEMENT OPPORTUNITIES

While the EPA has successfully pursued an aggressive space reduction strategy in recent years, the agency continues to face a variety of challenges in reducing its real property portfolio. These challenges include the following:

- **Cost of furniture.** The EPA must make significant investments in new furniture and structural reconfigurations to execute office consolidations that comply with new space design standards.
- **Identification of mission-critical, non-office space.** The EPA uses a variety of special-use space within office spaces. Most, if not all, of these special-use spaces are currently categorized as office space in the FRPP. These special-use spaces include records storage rooms, Emergency Operations Centers and large conference rooms for public meetings. Because FRPP counts these spaces as office space, the utilization rates in many facilities are high as a result.
- **Security considerations.** Some EPA offices require enhanced security and cannot allow the general public to access the same floor in an EPA-occupied building. These requirements can make it difficult or impossible for the EPA to create blocks of marketable space to release.
- **Location-dependent missions.** A number of EPA laboratories have missions that are highly geographically dependent, which limits the agency's ability to manage these real property assets via relocation options. For example, the National Vehicle Fuel Emissions Laboratory is specifically sited in Ann Arbor, Michigan, because of its proximity to the headquarters of leading auto manufacturers in Detroit. A number of laboratories, including the Gulf Ecology Division, Atlantic Ecology Division, Pacific Coastal Ecology Branch and Midwest Ecology Division, are located within the ecosystem they are charged to study, which limits relocation options.
- **Statutory requirements.** Statutory requirements under the Energy Independence and Security Act of 2007 have necessitated the acquisition of additional space at the National Vehicle and Fuel Emissions Laboratory in Ann Arbor to install additional dynamometers and other equipment associated with vehicle-emissions testing.
- **Environmental due diligence process.** Disposing of laboratories often requires a rigorous EDDP because of the hazardous materials used in many laboratory processes. EDDP activities

can be costly and time consuming, and therefore place additional constraints on setting disposal targets. In addition, the disposal of owned laboratory space often involves consolidation with other existing laboratory facilities. This places constraints on disposal because space in existing facilities often have to be modified or built out to consolidate new functions and staff into that space.

- **Historic buildings.** Some EPA offices are located in historic buildings, such as the William Jefferson Clinton Federal Building, which limits the EPA's ability to alter walls, corridors and other interior partitions to consolidate space.
- **Limited resources.** The EPA is limited in both funding and staffing. Also, tenant improvement costs for new spaces do not incorporate shell costs, which hinders the EPA's ability to achieve legislative and executive-order requirements for sustainability and energy reductions.

The EPA recognizes a number of opportunities that can be seized by the agency in the coming years to enhance the efficiency and cost savings of the agency's real property portfolio. The EPA has in the past taken advantage of opportunities to leave leased commercial space and relocate in federal buildings, often co-locating with other agencies. Opportunities to make such relocations are limited because EPA regional offices are often too large to fit entirely within federal buildings. However, the agency has, in recent years, successfully moved and consolidated into federal buildings in Boston, San Antonio, and the District of Columbia.

In the coming years, the EPA will continue to build on the substantial progress it has already made reducing its real property footprint through reductions in office, warehouse and laboratory space. The EPA not only will seek to reduce space where utilization rates are low by historic standards but also will continue to implement new space design standards that are designed for a mobile, 21st century workforce.

Attachments:
Reduce the Footprint Spreadsheet
Non-Office and Non-Warehouse Disposals Spreadsheet

11/13/17
Dated:

Mike Flynn
Acting Deputy Administrator

Owned and Leased Office and Warehouse Assets

NOTE:	Dropdown box with choices of acquisition, disposal, modification of existing asset*	Dropdown box with choices of public benefit conveyance,	Dropdown box with choices of new construction,	Dropdown box with choices of renovation of an asset with no change in SF, partial	Dropdown box with choices of office or warehouse	Dropdown box with choices of Direct Owned, Direct Leased or GSA OA	Enter the ID or TBA if this is new project without an	Enter the ID or TBA if this is new project without an OA	Enter the Number of SF	Dropdown box with c of gross, rentable, or SF
	Type of Project	**If Disposal Project**	**If Acquisition Project**	**If Modification of Existing Asset**	**Real Property Use**	**Direct Owned, Direct Leased or GSA OA Asset**	**FRPP RPUID****	**OA Number****	**Size of Asset Acquired, Modified or Disposed (SF)**	**SF Unit of Meas**
	Modification of Existing Asset			Other Reduction	Office	GSA OA	IL0303ZZ	AIL01190	324,323	Usable Square Fe
	Modification of Existing Asset			Other Reduction	Office	GSA OA	TX1922ZZ	ATX00979	239,130	Usable Square Fe
	Disposal	Lease or OA Termination			Warehouse	GSA OA	ATX00109	ATX00109	8,364	Usable Square Fe
	Modification of Existing Asset			Other Reduction	Office	GSA OA	NY0350ZZ	ANY02280	243,057	Usable Square Fe
	Modification of Existing Asset			Other Reduction	Office	GSA OA	WA7321ZZ	AWA05431	154,006	Usable Square Fe
	Modification of Existing Asset			Other Reduction	Office	GSA OA	CO1977ZZ	ACO04164	201,548	Usable Square Fe
	Disposal	Lease or OA Expiration			Office	GSA OA	PA0789ZZ	APA01479	6,400	Usable Square Fe
	Disposal	Lease or OA Termination			Warehouse	GSA OA	PA0828ZZ	APA04065	9,000	Usable Square Fe
	Acquisition		OA		Office	GSA OA	TBA	TBA	13,500	Usable Square Fe
	Acquisition		OA		Warehouse	GSA OA	TBA	TBA	13,500	Usable Square Fe
	Acquisition		OA		Warehouse	GSA OA	TBA	TBA	2,518	Usable Square Fe
	Disposal	Lease or OA Termination			Warehouse	GSA OA	WV0229ZZ	AWV01963	1,986	Usable Square Fe
	Acquisition		OA		Office	GSA OA	TBA	TBA	9,284	Usable Square Fe
	Disposal	Lease or OA Expiration			Office	GSA OA	WV1075ZZ	AWV01737	13,865	Usable Square Fe
	Disposal	Lease or OA Expiration			Office	GSA OA	CA7600ZZ	ACA02318	4,409	Usable Square Fe
	Disposal	Lease or OA Expiration			Office	GSA OA	CA7600ZZ	ACA07740	7,918	Usable Square Fe
	Acquisition		OA		Office	GSA OA	CA7600ZZ	ACA11267	11,099	Usable Square Fe
	Disposal	Lease or OA Expiration			Office	GSA OA	FL2334ZZ	AFL04445	553	Usable Square Fe
	Disposal	Lease or OA Termination			Office	GSA OA	OH2058ZZ	AOH05800	28,594	Usable Square Fe

ease in SF I be reported as itive number and rease should be	Column1	Column2	Column3	Dropdown box with choices of fiscal year (e.g., FY 2016)	Dropdown box with choices of fiscal year (e.g., FY 2016)4	Dropdown box with the choices of Yes or No	Column5
et Portfolio duction (SF)	City	State/US Territory	Zip Code	Estimated Fiscal Year Asset Will Leave Inventory	Estimated Fiscal Year Agency Will Occupy New Space	Intend to submit as GSA Consolidation Project	Note/Comments:
-33,476	Chicago	IL	60604-3511	FY 2017		No	Metcalfe Building, 7th (11,430 USF) and 8th (22,046 USF) Floors
-1,609	Dallas	TX	75202-2711	FY 2017		No	Dallas Regional Office, First Interstate Bank reduction in size of OA renewal
-8,364	Dallas	TX	75202-4703	FY 2017		No	Consolidation of warehouse space into existing space.
-58,149	New York	NY	10007-1823	FY 2018		No	New York Regional Office, Ted Weiss Federal Building (15th, 20th, and 22nd floors)
-8,600	Seattle	WA	98101-3123	FY 2018		No	Tentative Seattle Regional Office Building, Park Place Building (20th floor reduction)
-58,448	Denver	CO	80202-1129	FY 2018		No	Denver Regional Office (new OA, existing location)
-6,400	Boothwyn	PA	19061-1307	FY 2018		No	Vacating facility, consolidating Boothwyn facility with Linwood Facility
-9,000	Linwood	PA	190613909	FY 2018		No	Vacating facility, consolidating Boothwyn facility with Linwood Facility
4,500	TBA	PA	TBA		FY 2018	No	(Office) New faciltity consolidating Linwood and Boothwyn functions. Net portfolio reduction of 1,900 USF. Location TBA. Total consolidated facility projected to be 13,500 USF
9,000	TBA	PA	TBA		FY 2018	No	(Warehouse) New faciltity consolidating Linwood and Boothwyn functions. Net portfolio reduction of 1,900 USF. Location TBA. Total consolidated facility projected to be 13,500 USF
2,500	Wheeling	WV	TBA		FY 2018	No	New Wheeling warehouse (new OA, location to be determined)
-1,968	Wheeling	WV	26003-3321	FY 2018		No	1200 Eoff Street, Valley Building (existing warehouse space to be vacated)
9,284	Wheeling	WV	TBA		FY 2018	No	New Wheeling office (new OA, location to be determined)
-13,865	Wheeling	WV	26003-2927	FY 2018		No	Methodist Building (to be vacted)
-4,409	Los Angeles	CA	900173212	FY 2018		No	Region 9 LA Field Office, 600 Wilshire Blvd
-7,918	Los Angeles	CA	900173212	FY 2018		No	CID Field Office, 600 Wilshire Blvd
11,099	Los Angeles	CA	900173212		FY 2018	No	Consolidated OA, LA Field Office (Region 9 and CID), 600 Wilshire Blvd
-553	West Palm Beac	FL	334012912	FY 2018		No	Elimination without new OA.
-28,594	Norwood	OH	45212-3187	FY 2018		No	Consolidation of 4411 Montgomery Road into AWBERC facility

Non-Office and Non-Warehouse Disposals - FY18 - FY20

Predominant Use Code (dropdown menu)	SF	SF Unit of Measure (dropdown menu)	FRPP RPUID	City	State/US Territory	Zip Code	Disposition Method (dropdown menu)	Projected Disposition Date	GSA Assisted Disposal (dropdown menu)
74 Laboratories	28,180	Gross Square Feet	MNDULTH1001	Grosse Ile	MI	48138	(FT) Federal Transfer	FY2018	Yes
80 All Other	2,917	Gross Square Feet	MNDULTH1002	Grosse Ile	MI	48138	(FT) Federal Transfer	FY2018	Yes
80 All Other	1,750	Gross Square Feet	MNDULTH1003	Grosse Ile	MI	48138	(FT) Federal Transfer	FY2018	Yes
74 Laboratories	10,600	Gross Square Feet	ORCORV2100	Corvallis	OR	97333	(FT) Federal Transfer	FY2021	Yes
74 Laboratories	513	Gross Square Feet	ORCORV2300	Corvallis	OR	97333	(FT) Federal Transfer	FY2021	Yes
74 Laboratories	1,600	Gross Square Feet	ORCORV2600	Corvallis	OR	97333	(FT) Federal Transfer	FY2021	Yes
80 All Other	3,900	Gross Square Feet	ORCORV2700	Corvallis	OR	97333	(FT) Federal Transfer	FY2021	Yes
80 All Other	1,350	Gross Square Feet	ORCORV2800	Corvallis	OR	97333	(FT) Federal Transfer	FY2021	Yes
	(# in SF)							mm/dd/yyyy	

10 Office
14 Post Office
17 Outpatient Healthcare
21 Hospital
22 Prisons and Detention
23 School
24 Comfort Station/restroom
25 Data Network
28 Museum
29 Other Institutional Uses
30 Family Housing
31 Dormitories/Barracks
41 Warehouses
50 Industrial
60 Service
72 Communication Services
73 Navigation and Traffic Aids
74 Laboratories
84 Border Inspection Station
85 Facility Security
86 Land Port of Entry
87 Aviation Security Related
88 Public Facing Facility
80 All Other
89 Child Care Center

Gross Square Feet
Rentable Square Feet
Usable Square Feet

(PB) Public Benefit Conveyance
(FT) Federal Transfer
(SL) Sale
(DM) Demolition
(OT) Other
(LD) Loss due to Disaster
(AB) Abandonment*
(DE) Loss due to Deterioration
(RH) Return to Host Nation/ Tribe
(LT) Loss due to Training Exercise
(RO) Reversion to Prior Owner
(EX) Exchange

Yes
No